

Week 4: Application Assignment

Online Collaboration

Submit by the end of Week 4.

Name, grade level,
and subject taught:

Ellen Zimmerman, 9-12, Technology Classes

Date: 02/04/09

Conducting an effective interactive meeting online requires many of the same steps as a face-to-face meeting—minus the travel time. In your reading, “E-Communications 101,” Gwen Solomon advises that “time-tested tactics include assigning roles, creating and sticking to an agenda, accepting all input respectfully, and making sure there is follow-through on action items.”


In this week’s Application assignment, you will continue to work in the wikispace as you collaborate with colleagues to establish a timeline and develop and finalize an agenda for the first interactive meeting of your online learning community.

Performance Outcomes

- Use skills and tools that support online learning communities for the purpose of improving student achievement.

Rubric

Use this rubric to guide your work on the School-Based Application.

Tasks 	Accomplished 10 The evidence suggests that this work is a "habit of mind." The educator is ready to mentor others in this area.	Proficient 8 The evidence suggests that performance on this work matches that of a strong educator.	Needs Improvement 6 The evidence does not yet make the case for the educator being proficient at this task.
Week 4 Application: Online Collaboration Use skills and tools that support online learning communities for the purpose of improving student achievement.	Effectively uses a wikispace to communicate online with colleagues about the agenda. Responses show relevance to content of course. No errors in grammar, spelling or punctuation	Uses a wikispace to communicate online with colleagues about the agenda. Responses show some relevance to content of course. Few errors in grammar, spelling or punctuation.	Does not use a wikispace to communicate online with colleagues about the agenda. Responses do not show relevance to course content. Responses lack clarity and depth and/or multiple errors in grammar, spelling or punctuation.

Week 4 Application

Part 1: Collaborating on a Timeline

In this week's Application assignment, you will work collaboratively with the colleagues who joined your wiki space during Week 3 to establish a timeline and develop and finalize an agenda for the first interactive meeting of your online learning community. As your group prepares the agenda, keep in mind that the goal of the online learning community is to improve technology use and integration at your campus.

Directions:

- Before beginning the assignment, access the video, "Wiki in Plain English" at <http://www.youtube.com/watch?v=-dnL00TdmLY> to obtain more information about wiki as a tool for collaboration. Share the link to "Wiki in Plain English" to members of your wiki space.
- Enter the following address into your address bar: <http://www.wikispaces.com>
- To add a new page, under "Actions," click on "New Page." Enter the name of your page. The name should relate to the group's first task—setting a timeline for contributing to and finalizing the agenda. The newly created page will automatically be listed on the left-hand side under Navigation.
- Suggest a proposed start and end time for collecting the group's input on the agenda. Then request input from the wiki members on the proposed timeline.

Wiki Documentation

Copy and paste the collaborative timeline from your wiki page here.

The Timeline

This page is to set up our time line for discussion and online collaboration. Based on our Wiki discussions, I think we should be ready to communicate online within 1 week. (I will contact any new members whose name does not appear by Monday morning.)

Official start of time line plan 02/05/09.

Completion of the plan by the end of the day 02/09/09.

Please make changes or type your name for approval.

Ellen Zimmerman

Lisa R. Hansen

Glen Harrison

Week 4 Application

Part 2: Collaborating on an Agenda


Directions:


- Before beginning this portion of the assignment, all wiki members should access and review “Wiki in Plain English” at <http://www.youtube.com/watch?v=-dnL00TdmLY>
- Enter the following address into your address bar: <http://www.wikispaces.com>
- After the group has decided on the timeline, add another new page to your wiki. To add a new page, under “Actions,” click on “New Page.”
- Enter the name of your page—something related to creation of the agenda. This time, wiki members will brainstorm ideas for the agenda items for the first interactive meeting of the professional learning community. Group members should think about the following as they plan the agenda:
 - Purpose
 - Objective
 - Grade level
 - Facilitator’s name
 - Community members
 - Activities: the purpose of each activity, the description of each activity, the activity’s steps, and the estimated time for each activity. An example of a beginning activity might be to have the community members create a shared vision.

Wiki Documentation

Copy and paste the collaborative agenda from your wiki page here.

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AGENDA PLANNING™ DIARY®
YOUR WEEK PLANNED AT A SINGLE GLANCE

Septanote 2008/2009

The Agenda

The purpose of this page is to brainstorm ideas for the agenda items for the first interactive meeting of this professional learning community. Group members should think about the following as they plan the agenda:

- Purpose
 - Objective
 - Grade level
 - Facilitator's name
 - Community members
 - Activities: the purpose of each activity, the description of each activity, the activity's steps, and the estimated time for each activity. An example of a beginning activity might be to have the community members create a shared vision.
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AGENDA FOR INTERACTIVE MEETING

Purpose:	The purpose of our interactive meeting is to brainstorm about ideas and share our experiences with intergration of technology into school systems.
Objective:	The objective is to come up with a model for successful intergration of technology into a high school environment.
Grade Level:	9 - 12
Facilitator's Name:	Ellen Zimmerman
Community Members:	Lisa R. Hansen, Glen Harrison, Tracy Maxwell, Craig Herman, Mandy Ternes (The last three have recently joined.)

Activities for Interactive Meeting

- **Agree upon a shared vision**
 - Purpose: To agree upon what we see as the optimal outcome so that we can come up with ways to get to that outcome effectively.
 - Description: Share our ideas about what we see as the ideal for technology integration and decide on a vision that incorporates all of our ideas.
 - Steps:
 - Listen to everyone's ideas
 - See where we agree/disagree
 - Write out a vision that we can all agree upon for this task.
 - Estimated Time: 1 hour
- **Determine the components that we see as crucial to achieving full technology integration.**
 - Purpose: We will need to decide what elements need to be implemented or improved upon. What we feel will work in our setting.
 - Description: Share what each of us feel are the crucial components.

- Consider other subject area needs.
 - Steps:
 - Listen to everyone's ideas.
 - See where we agree/disagree.
 - Write out the components that we agree upon.
 - Estimated Time: 30 minutes
- **Go over each component individually and discuss the best way to implement each.**
 - Purpose: Come up with several items regarding each individual component.
 - Description: Go over each component that we have agreed upon and determine what actual steps are necessary.
 - Steps:
 - Within each component we need to do the following:
 - Discuss the current status of that component in the schools.
 - Identify known difficulties with that component.
 - Agree upon a solution to implement each process successfully.
 - Estimated Time: 2 hours

How can a wiki facilitate an online learning community? What did you find difficult about using the wiki for collaboration? Easy?

Wiki's facilitate online learning communities by being very convenient. You can contribute and be involved with the Wiki but then, if you can't for a while, it will still be there when you come back. And when you come back, you don't have to weed through a bunch of e-mails to find the topic! To me it is like DVR for e-mail. Sharing, saving and reviewing the information on a particular topic in one place is very helpful.

The difficulty I found was that our school did not have daytime access. Also the short time frame we had to work. The easiest part was the page setup, very simple.

P.S. I e-mailed my superintendent about the Wiki access during the day and explained the benefits and he is going to have the daytime Wiki access opened up! Yeah!